

EMPLOYMENT OPPORTUNITY
State of California
State Council on Developmental Disabilities
Area Board Office II
1367 E. Lassen Avenue #B3
Chico, CA 95973
530-895-4027
530-899-1562 FAX
Robin.Keehn@scdd.ca.gov

POSITION: Community Program Specialist II
LOCATION: Chico, CA
OFFICE: SCDD Area Board II Office
SALARY RANGE: \$4,400-\$5,348
CONTACT: Robin Keehn, Executive Director
DEADLINE: Until Filled

DUTY STATEMENT

The State Council on Developmental Disabilities is an independent state agency established under state and federal law. The State Council works to help people with developmental disabilities achieve self-determination, independence, productivity, and inclusion in the community

Area Boards on Developmental Disabilities is a field office of the State Council. The Area Board II catchment area includes Butte, Glenn, Lassen, Modoc, Plumas, Shasta, Siskiyou, Tehama and Trinity counties. Board Members representing these counties are appointed by the County Board of Supervisors. Area Board 2 also has five (5) "at large" Board Members are appointed by the Governor.

Under the direction of the Executive Director of Developmental Disabilities Area Board II, the Community Program Specialist II (CPSII) is responsible for a broad range of governmental and managerial duties in the field of advocacy, planning and program development; monitoring and public education to persons with developmental disabilities their families and service providers in the nine county catchment area. The CPS II performs work of above-average difficulty in a wide variety of assignments in furtherance of the Area Board's statutory and contractual obligations. The CPS II for the Area Board II acts to protect the legal, civil and service rights of all persons with developmental disabilities; works closely with local service agencies and other developmental disabilities organizations; provides guidance and direction to committees and advisory groups; and, acts as liaison with other state departments in developing policies effecting individuals with developmental disabilities and their families.

A. Specific Assignments:

- . Carry out public information projects including workshops, conferences, advocacy training and media liaison.

Provide guidance, assistance and/or representation in assuring service and civil rights of individuals with developmental disabilities and their families/guardians.

Maintain liaison with generic agencies, parent/consumer organizations, regulatory/planning entities and other persons and agencies that may serve children and adults with developmental disabilities.

Provide assistance, including consultation, training and organizational support that advances the self advocacy of people with developmental disabilities.

Provide assistance, including consultation and training that advances the citizen advocacy of family members/guardians of people with developmental disabilities.

Collaborate with other agencies to collect and analyze data relating to the unmet needs of persons with developmental disabilities and their families and provide input to agencies regarding these needs.

- . Respond to community requests for information and referral.
 - . Provide staff support and analysis to Board Members and Area Board standing and ad hoc committees.
 - . Assume responsibility for annual projects assigned and prepare reports.
- Perform other tasks as assigned by the Executive Director of the Area Board II.

B. Supervision Received:

The Community Program Specialist II (CPS II) receives direction from and reports directly to the Executive Director of Area Board II. The CPSII works independently in a field setting. Progress and status reports are made frequently, and the final products are reviewed for completeness and consistency.

C. Supervision Exercised:

The CPS II may be called upon by the Executive Director to supervise para-professional positions. This may include graduate student interns, as well as, volunteer positions. The CPS II will be expected to supervise the Office Technician in the absence of the Executive Director.

D. Administrative Responsibility:

The CPS II may be called on to assume all administrative responsibilities of the agency in the absence of the Executive Director.

E. Personal Contacts:

The CPS II has daily contact with other agency staff, the public (persons with developmental disabilities and their families, organizations, employers, etc.), and ongoing contact with Board Members and other state agencies serving individuals with developmental disabilities. The nature of the contacts vary from a low level of sensitivity to a high level of confidentiality. The CPS II may be assigned to represent the Area Board II in meetings with individuals and agency staff including legislative, regional center and Office of Client Rights Advocacy.

F. Actions and Consequences:

Analysis and recommendations result in the formation of public positions and policies on behalf of the Area Board and its constituents. Despite the many activities of Area Board members, the functioning of the Area Board depends largely on the capabilities of its small staff. Given the enormous scope of mandates from the Lanterman Act, the CPS II is required to constantly exercise advanced skills in analysis, policy recommendation, and critical judgment. Faulty information and incomplete or inadequate analysis will result in inappropriate decisions and actions by the Area Board, diminishing the Agency's ability to effectively meet its obligations and mandates.

G. Other Information:

The position requires driving an automobile, frequent travel, late meetings on a regular basis and occasional weekend meetings. Extensive analytical and managerial experience in the field of developmental disabilities is essential.